

## Finishing Your Basement

Please visit our offices or our website for more information, including permit application forms, submittal checklists and other details necessary to obtain a building permit.

City of Salina web address:

[www.salina-ks.gov](http://www.salina-ks.gov)

1. Click on Departments
2. Click on Building Services
3. Click on Getting a Residential Permit

*The information in this brochure is designed to include enough detail to be informative but may not necessarily be all inclusive regarding all permit requirements. We suggest that you check with our office prior to beginning the work on your project.*

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## Building Services Division

### Finishing Your Basement



*Permit &  
Code Requirements*



If you are thinking about finishing your basement, this handout will give you an overview of the City of Salina Code requirements that will apply to your project.

## Getting a Building Permit

The following information is required before a permit application can be reviewed and approved for issuance to finish your basement.

1. A completed application form.
2. A scaled floor plan of the basement, showing room sizes and room uses such as bathrooms, bedrooms, or family rooms. The floor plan should include the locations of existing finished areas, stairs, egress windows, appliances such as furnaces, water heaters, and plumbing fixtures, and the proposed location of all new and existing egress windows, new and/or relocated appliances, and plumbing, mechanical, and electrical fixtures.
3. The names of the licensed plumber, electrician, and mechanical contractors who will perform work on the project.
4. The name of the licensed general contractor.

Please allow 3-5 working days for staff to complete a review of your application. You will be notified when the permit has been approved for issuance and is ready to pick up. If there are any reasons why approval cannot be given, you will also be notified.

## General Guidelines

Although every project is different, there are some general code requirements that apply to all basement finish projects regardless of the size and complexity.

1. Ceiling heights. All habitable rooms such as bedrooms and family rooms must have a minimum ceiling height of 7'0". The ceiling height for bathrooms, mechanical rooms and storage rooms may be as low as 6'8". Measuring heights can be complicated, because certain objects such as beams and ducts can be hung below the required height. If you are planning a project please check with the Building Services Division early in the planning stage.
2. Your electrical system must have adequate capacity to handle the increased number of lights and outlets. A good rule is that an additional 20-amp circuit is required for every 10 lights or receptacles. However all bathroom receptacles must be on a separate 20-amp circuit with ground fault protection and without other outlets on the circuit.
3. Each new bedroom must also have a hardwired smoke detector. There are also special requirements for bedroom receptacles.

4. Tubs and showers cannot be in the same room as water heaters, furnaces and other gas fired appliances, unless they have a sealed combustion chamber. Gas fired furnaces and/or water heaters cannot be accessed through a bedroom, bathroom or closet, unless they are direct vent furnaces and/or water heaters.
5. Pressure treated lumber must be used as the bottom plate for walls that rest on concrete floors.
6. An owner occupant may do his or her own work including electrical, plumbing and/or mechanical work. If a person or business is hired to do this work, they are required to have the appropriate City of Salina building, electrical, mechanical or plumbing contractor's license. You can verify the status of a contractor's license by calling the City Clerk's office and giving them the name of the company.
7. Each new bedroom is required to have its own egress window which meets code requirements for escape and/or rescue.